

# » information for sales representatives and contractors

**Council wishes to ensure that our relationships with sales representatives and contractors are conducted in an open and professional manner.**

PUBLISHED JULY 2017



## » ICAC reports

The NSW Independent Commission Against Corruption (ICAC), following a series of confidential investigations identified that there was potential for corrupt behaviour through overly close relationships between council staff and sales representatives and contractors. This risk was also increased through Council staff accepting gifts and benefits offered by sales representatives.

In response to this Ballina Shire Council has introduced a protocol regarding staff interactions with sales representatives.

## » Introduction of interaction protocol

One of the major issues ICAC identified is the risk of corrupt behaviour occurring when sales representatives have ready access to Council staff. In response to this the preference of Ballina Shire Council is for staff **NOT** to meet personally with sales representatives. Ideally contact with Council should be conducted in writing in respect to sales proposals. If a meeting is essential, there must be **at least two staff** present and ideally one of the Council staff members should be a supervisor.

## » Other gifts and benefits

Council's preference is for staff **NOT** to accept gifts of any real value. Token gifts may be accepted, and these are items of nominal value such as pens, ties, etc.

## » Sales representatives / contractors - how can you help?

Council wishes to ensure that our relationships with sales representatives and contractors are conducted in an open and professional manner. If meetings are required then they should be pre-arranged to ensure adequate notice is provided. It is also important that sales representatives respect the protocols and procedures we have in place.

» **If you have any questions or concerns please contact:**

Council's Coordinator Contracts | Ph 1300 864 444.

